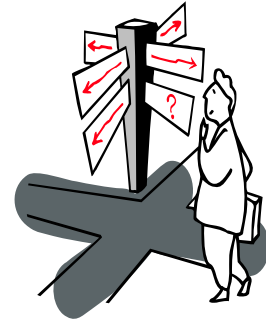


Paraprofessional Orientation Manual

General information

- ❖ FREE Orientation Manual with accompanying CD
- ❖ Narrated powerpoint presentation
- ❖ Designed for new paraprofessionals to meet entry level standards
- ❖ Accompanies *OPI Resource Guide for Administrators, Educators and Paraprofessionals*
- ❖ Includes assignments to help paraprofessional
 - become oriented to the district
 - work style inventory to match with teacher
 - basic information about behavior management, instructional strategies, health and safety
 - identify professional development needs
- ❖ Can be used in small groups or for individuals
- ❖ Developed by the OPI Paraprofessional Consortium



Topics Covered

- ❖ *Orientation to the school and school district*
- ❖ *Roles of paraprofessionals and other team members*
- ❖ *Working together as a team*
- ❖ *Code of Ethics*
- ❖ *Managing student behavior*
- ❖ *Health and Safety*
- ❖ *Instructional Strategies*
- ❖ *Identifying professional development needs*

What you need:

- ❖ Access to computer
- ❖ Time for paraprofessional (approximately 2-3 hours- could be spread over several days/ weeks)
- ❖ Time for paraprofessional to meet with supervising teacher to review assignments/ ask questions (45 minutes- 1 hour)

Paraprofessional Guides/ Orientation Manuals are available FREE from OPI:

Contact Susan Bailey-Anderson, Office of Public Instruction 406-444-2046

e-mail: sbanderson@mt.gov

Paraprofessional Orientation Manual

- ❖ Someone to turn the information into to ensure it has been completed.

Paraprofessional Guides/ Orientation Manuals are available FREE from OPI:

Contact Susan Bailey-Anderson, Office of Public Instruction 406-444-2046

e-mail: sbanderson@mt.gov